



UNITED STATES MARINE CORPS  
MARINE AIR GROUND TASK FORCE TRAINING COMMAND  
MARINE CORPS AIR GROUND COMBAT CENTER  
BOX 788100  
TWENTYNINE PALMS, CALIFORNIA 92278-8100

CCO 4650.3

8

NOV 04 2014

COMBAT CENTER ORDER 4650.3

From: Commanding General  
To: Distribution List

Subj: DESIGNATION OF THE LOCAL COMMUTING AREA

Ref: (a) Joint Travel Regulations, "Uniformed Service Members and  
Department of Defense Civilian Personnel," current edition

Encl: (1) Cities Included in the MAGTFTC, MCAGCC Twentynine Palms Local  
Commuting Area  
(2) MAGTFTC, MCAGCC Local Commuting Area Map

1. Situation. The Commanding General (CG) will designate the local commuting area for civilian employees, military Service members, and their dependents assigned to the Marine Air Ground Task Force Training Command (MAGTFTC), Marine Corps Air Ground Combat Center (MCAGCC), Twentynine Palms, CA.

2. Mission. On occasion, it is necessary for travelers to commute to designated cities and installations for official business or medical referrals. This Order pertains to local travel of less than 12 hours duration. In accordance with the reference, Chapter 2, Part L, paragraph 2800B defines a local area and permits the CG to specify a local commuting area for travel reimbursement purposes. Additionally, it addresses conditions which make travelers eligible for travel reimbursement.

3. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. To establish the local commuting area for travel reimbursement purposes.

(2) Concept of Operations. The reference permits reimbursement for local travel in conjunction with medical or other official business within the designated areas surrounding MAGTFTC, MCAGCC, Twentynine Palms, CA. This Order establishes the intended boundaries for local travel to and from cities and installations that provide medical, operational, and training support. It further delineates boundaries for reimbursement of mileage for privately owned conveyance (POC).

NOV 04 2014

b. Subordinate Element Missions. Commanding Officers, Assistant Chiefs of Staff, Special Staff Officers, Officers-In-Charge, and other Accountable Officials will:

(1) Ensure that travelers understand the rules governing local travel from their residence and/or permanent duty station (PDS) to the area of official business as defined in the reference.

(2) Ensure that travelers, excluding dependents of active military Service members, understand that local area travel claims will be submitted through the Defense Travel System using the "Local Voucher" option. To qualify as a local voucher, the duration of travel cannot exceed 12 hours; time en route, period of duty, and return time inclusive.

(3) Ensure that travelers understand that travel in excess of 12 hours does not qualify as local travel and per diem is not authorized unless overnight lodging is required in the local area. In short, travelers must be on official temporary additional duty/temporary duty assignment orders to receive travel entitlements in excess of 12 hours.

(4) Ensure that travelers utilize the Department of Defense Table of Official Distance for POC travel.

c. Coordinating Instructions

(1) Boundaries. The local travel boundaries are determined based on the remote locality of MAGTFCTC, MCAGCC, Twentynine Palms, CA. For reference, enclosure (1) refers to the cities within the boundaries of the normal local commuting area and enclosure (2) plots the local geographic commuting area.

(2) Transportation

(a) If the traveler commutes from their residence or PDS to a designated area within the local commuting area on official business, the traveler may be authorized travel via a government vehicle or POC.

(b) If a POC is used to and from their residence, the traveler is authorized the standard mileage rate for the distance driven, minus the normal distance driven to and from work (otherwise known as the daily commute distance).

(c) If the traveler does not travel by POC to work every day, the traveler is reimbursed the standard mileage rate for the distance driven, less the traveler's normal transportation cost to get to work.

(d) Commercial transportation expense reimbursement is not authorized unless the expenses incurred for travel to the designated area within the local commuting area exceeds the expenses ordinarily incurred by the traveler to commute to the PDS.

(e) Government transportation may be provided for travel to and from medical facilities within the designated local area as follows:

1. Authorized if the military traveler is referred by a medical authority to a medical facility within the local area to take a required physical examination, obtain a medical diagnosis and/or treatment,

NOV 04 2014

or conduct follow-up visits as part of a required physical examination or diagnosis and/or treatment.

2. Not authorized if a military traveler voluntarily travels to a medical facility to obtain a medical diagnosis and/or treatment (e.g., sick call, appointments) without approval or referral from a medical authority.

(f) Travelers commuting from their homes or permanent duty station to a designated area within the local commuting area on official business are authorized travel via POC as advantageous to the government and may be reimbursed under the provisions of paragraph 2805 of the reference.

(g) As a safety precaution, travelers are encouraged to take rest stops should they become fatigued while driving. Good judgment always prevails in planning with regard to meeting times and/or the nature of the business being conducted (i.e. late afternoon meetings or all day sessions).

(3) Per Diem. Per diem is not authorized when the official travel period is 12 or fewer hours. In any case, consistent with the reference designation of the local travel area does not in and of itself determine or limit whether or not temporary duty (TDY)/temporary additional duty (TAD) travel orders should be prepared. Supervisors and authorizing officials should exercise good judgment in issuing TDY/TAD orders where they are necessary and/or practical.

(4) Reimbursable Expenses. Allowable reimbursable expenses for local travel are addressed in the Joint Travel Regulations, Appendix G and can be viewed at the following website: <http://www.defensetravel.dod.mil/site/travelreg.cfm>.

4. Administration and Logistics. Distribution statement A directives issued by the CG are distributed via email upon request and can be viewed at <http://www.29palms.marines.mil/Staff/G1Manpower/AdjutantOffice/Orders.aspx>

5. Command and Signal

a. Command. This Order is applicable to all civilian employees, military service members and their dependents aboard MAGTF-1, MCAGCC, Twentynine Palms, CA for execution of official travel.

b. Signal. This Order is effective the date signed.

  
J. B. HANLON  
Chief of Staff

Distribution: A

NOV 04 2014

Cities Included in the MAGTFTC, MCAGCC Twentynine Palms  
Local Commuting Area

Adelanto, CA	Encinitas, CA	Pomona, CA
Aguanga, CA	Escondido, CA	Rancho Cucamonga, CA
Aliso Viejo, CA	Fallbrook, CA	Rancho Santa Fe, CA
Alpine, CA	Fontana, CA	Rancho Santa Margarita, CA
Anaheim, CA	Fountain Valley, CA	Redlands, CA
Apple Valley, CA	Fullerton, CA	Rialto, CA
Banning, CA	Garden Grove, CA	Riverside, CA
Barstow, CA	Glen Avon, CA	San Bernardino, CA
Beaumont, CA	Glendale, CA	San Clemente, CA
Big Bear, CA	Hemet, CA, CA	San Diego, CA
Bloomington, CA	Hesperia, CA	San Jacinto, CA
Blythe, CA	Highland, CA	San Juan Capistrano, CA
Bonita, CA	Huntington Beach, CA	San Marcos, CA
Bonsall, CA	Indio, CA	Santa Ana, CA
Bostonia, CA	Irvine, CA	Santa Monica, CA
Brawley, CA	La Presa, CA	Santee, CA
Calavo Gardens, CA	La Quinta, CA	Spring Valley, CA
California City, CA	Laguna Niguel, CA	Stanton, CA
Canyon Lake, CA	Lake Elsinore, CA	Sun City, CA
Carlsbad, CA	Lake Forest, CA	Temecula, CA
Casa de Oro, CA	Lake Havasu, AZ	Top of the World, CA
Castle Park, CA	Lakeside, CA	Torrance, CA
Cathedral City, CA	Lemon Grove, CA	Tustin, CA
Chino, CA	Loma Linda, CA	Tustin Foothills, CA
Chula Vista, CA	Long Beach, CA	Upland, CA
Coachella, CA	Los Angeles, CA	Victorville, CA
Colton, CA	Menifee, CA	Vista, CA
Compton, CA	Mira Loma, CA	Westminster, CA
Corona, CA	Miramar, CA	Wildomar, CA
Corona Del Mar, CA	Mission Viejo, CA	Winchester, CA
Coronado, CA	Moreno Valley, CA	Yorba Linda, CA
Costa Mesa, CA	Murrieta, CA	Yucaipa, CA
Dana Point, CA	Oceanside, CA	Yucca Valley, CA
Desert Hot Springs, CA	Ontario, CA	Yuma, AZ
El Cajon, CA	Palm Desert, CA	
El Centro, CA	Palm Springs, CA	
El Monte, CA	Perris, CA	

NOV 04 2014

MAGTFTC, MCAGCC Local Commuting Area Map